



Mr. Sajjad Hussain Larik

Nationality: Pakistani
Year of Birth: 1980
CNIC: 42301-5047801-5
Profession: Social Scientist/ Individual Consultant (Social)
Specialization: Social Development
Position in Company: Resettlement & Land Acquisition Specialist
Year of joining Company: 2021
Overall Experience: 15 Years
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Proposed Position: Principal Sociologist/ Social Expert

EDUCATION AND PROFESSIONAL STATUS

- M.Phil. (coursework) in Development Studies, 3.13 CGPA, Faculty of Social Sciences, University of Sindh, Jamshoro, Pakistan (2011-2012)
- Masters in Social Sciences (M.Sc. in Anthropology), 1st Div., Faculty of Social Sciences, Quaid-i-Azam University, Islamabad, Pakistan (2005)
- Masters in Sociology (M.A. Degree), 1st Div., Faculty of Social Sciences, Shah Abdul Latif University, Khairpur Mirs, Pakistan (2003)
- B.A. Degree (Political Science), Shah Abdul Latif University, Khairpur Mirs, Pakistan (2001)
- Diploma in Project Management, Pakistan Institute of Management (PIM), Karachi (2014)

KEY QUALIFICATIONS (to include professional software's and trainings)

RESEARCH/ SURVEY WORK

- : Title: 'Patterns of Suicide and Self-harm: A Retrospective Study from medico-legal centers (MLC). Dept. of Psychiatry, The Aga Khan University. (2021)
- Title: 'Clinical Trial – The WHO ACTION-I Trial, Aga Khan University & LUMHS Hyderabad, PAK (2019-20).
- Title: 'TPVICS -Third Party Verification of Immunization Coverage Survey2020' Pakistan. Aga Khan University & Federal MoNHS R&C, Pakistan (2020).
- Title: 'NNS - National Nutrition Survey 2018' Pakistan, The Aga Khan University, Federal MoNHS, R&C, PAK.
- Title: 'Designing Communication Strategy', WSIP-I, Consultant/ Anthropologist, LBG Inc., & IAC Consortium, Project of SIDA, GoS, Hyderabad, PAK.
- Title: 'Social Services Study', WSIP-I, Consultant/ Anthropologist, LBG Inc., & IAC



Consortium, Project of SIDA, GoS, Hyderabad, PAK.

Title: 'Poverty Incidence & Social Protection Programs',
WSIP-I, Consultant/ Anthropologist, LBG Inc., & IAC
Consortium, Project of SIDA, GoS, Hyderabad, PAK.

Title: 'Social Impact Assessment',
WSIP-I, Consultant/ Anthropologist, LBG Inc., & IAC
Consortium, Project of SIDA, GoS, Hyderabad, PAK.

Title: 'Livelihood Assessment Study – Lower Sindh',
WSIP-I, Consultant/ Anthropologist, LBG Inc., & IAC
Consortium, Project of SIDA, GoS, Hyderabad, PAK.

Title: 'Designing Census survey & RAP',
WSIP-I, Consultant/ Anthropologist, LBG Inc., & IAC
Consortium, Project of SIDA, GoS, Hyderabad, PAK.

Title: 'Evaluation of Poverty Assessment &
Recommendations', WSIP-I, The LBG Inc., & IAC
Consortium, Project of SIDA, GoS, Hyderabad, PAK.

Title: 'Gender Mainstreaming in Water Management',
WSIP-I, Consultant/ Anthropologist, LBG Inc., & IAC
Consortium, Project of SIDA, GoS, Hyderabad, PAK.

Title: Strengthening of Local Health System –Case Std.,
Project Coordinator at Aga Khan Health Service, PAK.
Project of GAVI-CSO Alliance, PPP, Pakistan.

Title: 'Food Security Assessment Study',
Team Leader at Action Against Hunger (ACF), Pakistan
ACF.USA (International Humanitarian Organization)

Title: 'Nutrition Assessment Study',
Team Leader at Action Against Hunger (ACF), Pakistan
ACF.USA (International Humanitarian Organization)

Title: Behavior Change Communication–PAIMAN Stdy,
Conducted FGDs & In-depth Interviews,
Study Area: Sukkur-Dadu, AAA Associates, Islamabad.

Title: 'Impact of Scarcity of Irrigation Water on Socio-
Economic Life of Peasantry', Master's Dissertation.
Quaid-i-Azam University, Islamabad. Pakistan.

PROFESSIONAL TRAININGS

: Title: "Third-Party Immunization Coverage Survey
(TPVICS) ToT for Master Trainers, The Aga Khan
University, September 2020. PAK.

Title: "Training on Good Clinical Practices (GCP)",
The Aga Khan University, July 2019, PAK.

Title: "Nutrition Survey (NNS) ToT for Master Trainers",
The Aga Khan University, July 2018, PAK.

Title: "First Aid with Practical CPR Training", OSALP
International, Sindh Engro Coal Mining Company
(SECMC), February 2018. PAK.



Title: "Understanding Equal Opportunities & Diversity"
Title: "Child Protection Awareness"
Title: "Health & Safety Mandatory Training"
Title: "Information Management"
Title: "Anti-Bribery Training"
Title: "Mainstreaming Equal Opportunities & Diversity"
British Council, Karachi, 2015 & 2016, PAK.

Title: "Training on HR Management and Administration for Operational Executives", USAID-ASP-LUMS Lahore, PC Hotel, Peshawar, June 2013, PAK.

Title: "Health Committee and Community Mobilization", Aga Khan Health Service, Pakistan, At Tando Allahyar, AKHS, P – GAVI CSO Alliance, Feb-Mar 2010, PAK.

Title: Social Mobilization and Importance of Vaccination, Aga Khan Health Service, Pakistan, At Tando Allahyar, AKHS, P – GAVI CSO Alliance, Jan 2010, Pakistan.

Title: "EPI and Danger Signs of Childhood Illnesses", Aga Khan Health Service, Pakistan, At Tando Allahyar, AKHS, P – GAVI CSO Alliance, Jan 2010, PAK.

Title: "Project Implementation and Monitoring", Management Development Institute Islamabad, Federal MoH and GAVI CSO ALLIANCE, Jan 2010, PK.

Title: Workshop on Monitoring & Evaluation Framework, Dev Con Consulting Services, British Council Lahore, Youth Parliament Pakistan, Jul 2009, PAK.

Title: "Monitoring and developing its Tools", Dev Con Consulting Services, British Council Lahore, Youth Parliament of Pakistan, Jan 2009, PAK.

EXPERIENCE RECORD

Over all Experience : 15 Years

Employment Record :
From : DEC 2021 To date
Employer : Mott Macdonald Pakistan (MMP) (Pvt.) Ltd.
Project : Greater Karachi Bulk Water Supply Scheme (K-IV PROJECT)
Position : Resettlement and Social Specialist

The federal government of Pakistan through Ministry of Water Resources handed over the responsibility of executing and implementing the **Greater Karachi Bulk Water Supply Scheme (K-IV PROJECT)** to the Water and Power Development Authority (WAPDA). The WAPDA has awarded the Unified Consultancy Services for Design Review, Detailed Engineering Design, Construction Supervision, and Contract Administration of K-IV project to the consortium of Consultants led by Techno-Consult International (TCI) and comprising of MM-PAKISTAN (Private) Limited and ILF Consulting Engineer (Austrian Firm).

The scope of work and responsibilities include:-

- establishing regular engagement with relevant stakeholders, local communities, NGOs and

CBOs on project activities through consultation process

- conducting land screening survey for the land acquisition of the project land alignment area/ ROW and providing facilitation/ making following up visits to the concerned revenue district administration/ Land Acquisition Officer of K-IV PROJECT
- developing Land acquisition and resettlement plan (LARP) for the modified alignment/ route
- developing RAP/ ARAP, RAF, Social and Resettlement Management Plans for local communities
- establishing the grievance redress mechanism (GRM) for the project inclusive of system for operation, resolution, response, documentation, record keeping monitoring
- assisting and supporting Team Leader/ Project Manager K-IV PROJECT in the process of review, evaluation and clearance of project documents for compliance with the WAPDA policies from social aspects
- preparing monthly progress reports and field reports align with the Project Deliverables for submission to K-IV PROJECT by JV Consultants and other stakeholders as defined in the SMF/ RPF and sub-project specific EMPs/ RAPs/ ARAPs

JUL 2018 To DEC 2020 : The Aga Khan University (AKU)
Project : Community Health research studies and Clinical Trial (WHO)
Position : Research Specialist

Responsible for designing, managing and conducting research studies/ survey/ data collection/ taking interviews and hiring enumerators/ research assistants. The core duties handed over by organization include hiring and training of research team, managing field activities and supervising the implementation process of research assignments. In the capacity of Supervisor, remained overall field in-charge and took lead of coordination and data collection activities in Sindh, Punjab and Islamabad (federal capital) so far.

The research assignments implemented so far are as under:-

- CLINICAL TRIAL - The WHO ACTION (Antenatal Corticosteroids for Improving Outcome in preterm Newborns) Trial, Hyderabad, Pakistan
- BASELINE - Consequences of Respiratory Syncytial Virus (RSV), District Matiari, Pakistan
- SURVEY - Third-party Verification Immunization Coverage Survey (TPVICS), funded by World Bank And Bill & Melinda Gates Foundation (BMGF)
- SURVEY – National Nutrition Survey, Pakistan (NNS 2018)

The scope of work includes:-

- providing training to enumerators/ data collectors in the role of Master Trainer on the survey questionnaire, anthropometry measurements and field activities
- performing supervisory role at regional level for the implementation of research study
- building relationship and coordination with the district administration and facility management
- managing implementation of data collection field activities, field issues and compiling findings
- facilitate in the identification of communities and community groups where study objectives can be met; develop and maintain a strong professional network of local counterparts, beneficiaries as well as local and national authorities
- maintaining quality of data, supervising CRFs, rectifying data errors and capacity building of staff

DEC 2016 To FEB 2018 : Sindh Engro Coal Mining Company (SECMC ENGRO CORP)
Project : Land Acquisition, Resettlement and Government Relations
Position : Assistant Manager/ Manager (acting)

Responsible for handling and managing community relations, resettlement land matters and issues, community development projects, media and public affairs, government relations, agricultural activities, overall land matters for acquisition of land through governmental procedures and maintaining strong government relations at district, divisional and provincial level. The procedures cover obtaining of land surface rights required for Company's (SECMC) Operations in province of Sindh.

The scope of work includes:-

- strengthening coordination process with the community, project stakeholders, land owners, farmers, shareholders, notables and media representatives to maintain resilience and public affairs

- building strong liaison with the district administration, line departments, settlement survey and land record department Hyderabad, survey department Mirpurkhas, board of revenue, revenue department, agriculture department, forest department, local government and sub-registrar office
- handling resettlement issues and taking effective measures to provide satisfaction to the affected people and beneficiaries
- managing land payments, mutation and acquisition process of private land through Government of Sindh, pursuant to the Land Acquisition Act, 1894
- processing allocation / reservation of Government land from the Government, pursuant to the Colonization of Government Lands Act, 1912
- identifying the legitimate land owners and verifying ROR and managing the Qabooli/ survey land as per land acquisition policy
- ensuring HSE safety protocols and meeting compliance as per policy

JUN 2015 To NOV 2016 : British Council (Pakistan)
Project : EU funded Sindh Education Sector Support Programme (TA)
Position : Programme Coordinator (EU-SESSP-TA)

Responsible for organizing teachers' trainings, consultation process for curriculum development, policy dialogue with concerned government officials, disseminating policy documents and developing linkages with key stakeholders like officials of Education & Literacy Department of government of Sindh, teachers, civil society and staff of Reforms Support Unit (RSU) established with the financial assistance of the World Bank. This European Union funded project has broader scope of work applicable in whole province of Sindh.

The purpose of the job is to strengthen the mechanism of coordination for the Technical Assistance team of European Union to Sindh Education Sector Support Programme (SESSP), with lead responsibility for the delivery of defined project outcomes/results.

The scope of assignment includes:

- co-ordinate the delivery of specified project activities
- undertake specified technical/ support tasks (e.g. managing workshops, teachers' training sessions, stakeholders' consultation for curriculum development, prepare budgets, events, communications, contacts, networks, logistics, external suppliers, meetings)
- support relationship management of key project contacts and project participants especially from education and literacy department and finance department
- delivery of specified daily, weekly, monthly and quarterly and yearly tasks to meet agreed targets
- provide support in financial accounting of the project on a regular basis
- follow British Council project procedures (project, financial and risk reporting) to ensure compliance with all systems and standards
- facilitate finance team for the timely disbursement of all payments according to specified policy
- provide support in recruitment process of experts for Technical Assistance
- develop linkages with officials and project stakeholders (private and government) at provincial level
- responsible for event management and coordination to meet deadlines effectively by ensuring compliance
- facilitate and support technical team/ senior staff in field activities and meetings within Sindh province and meeting compliance as per set protocol

APR 2014 To DEC 2014 : Creative Associates International Inc.
Project : USAID – Karachi Youth Initiative (CVE Grants Management)
Position : Program Development Officer/ Grants Manager

Responsible for managing grant management cycle, conducting gap-analysis, executing capacity building activities and developing grant ideas, proposals, budget, activities and work plans related to the program areas. The scope of the USAID funded program includes envisages close and continuous interaction with nascent community based organizations (CBOs), civil society organizations (CSOs), private and non-profit organizations (NGOs) in order to strengthen their capacity in terms of policy/ manual development for HR, Financial, Procurement, proposal writing, budget development and organizational support in order to promote peace, tolerance and harmony by countering violent extremism (CVE) through promoting vocational activities, sports and community engagement.



The scope of assignment includes:

- assist in the identification of communities and community groups where program objectives can be met; develop and maintain a strong professional network of local counterparts, beneficiaries, international organizations as well as local and national authorities
- represent the program to communities and stakeholders
- serve as main liaison for key community leaders and organizations
- travel regularly to grantee sites and cultivate communities/organizations for future grants
- manage and supervise a portfolio of grant activities/ grant management cycle
- serve as point of contact for grantees, monitor their progress against timelines, provide technical oversight on implementation and ensure adherence to grant agreements and all organization and donor protocols, policies and regulations
- coordinate with Internal Auditor/Trainer to facilitate capacity building of CBOs/NGOs as required
- work closely with Grant Officers to draft grant proposals and budgets utilizing appropriate contracting mechanisms (such as in-kind grants, Fixed Obligation Grants, etc)
- contribute to the planning and conceptualization of M&E and media plans of projects
- ensure preparation of all related documents for approval by Senior Management Team and the donor
- monitor and ensure grantee compliance with donor and organization policies, procedures and regulations
- maintain regular accurate and timely program and activity documentation; draft, maintain and update reports, and meeting notes
- engage in overall political analysis, impact assessment, and strategy development to advance program goals
- coordinate closely with Grant, Finance, Procurement, Engineering, Monitoring and Evaluation staff routinely to ensure smooth grantee start-up, implementation, monitoring, and close-out

From : **MAR 2013 To APR 2014**
Employer : **National Rural Support Programme (NRSP)**
Project : **RSPN-USAID Assessment and Strengthening Program**
Position : **Program Officer, Assessment & Capacity Building**

Responsible for developing assessment, capacity building and validation plans related to the respective province. The scope of the USAID funded program includes envisage close and continuous interaction with complex Government organizations, Civil Society Organization and Chartered Accountant firms in all the three important functions like Assessment, Capacity Building and Validation in order to strengthen the organizational capacity in terms of policy/ manual development as HR and administration policy, financial, procurement and M&E policy and also by providing various professional trainings of USAID on same components.

The scope of assignment includes:

- assist in all the Assessment, Capacity Building and Validation activities under the Program in the respective Province
- liaise and coordinate with the provincial government departments and the CSOs in the province for undertaking assessment, capacity building and validation
- liaise and coordinate with the CPA firm for the activities under the said components
- establish linkages with the beneficiary government and civil society organization for effective implementation of the assessment capacity building and validation plan of ASP
- assist in preparation of capacity building plans and plans for assessment and validation
- be part of the strategic planning in the Provincial Program Office for the preparation of work plan and other strategic plans
- assist with building capacity of sub-recipients to respond to all requirements of sub-awards
- assist with capacity building of sub-recipients to establish transparent and accountable financial and reporting procedures
- assess organizational development issues and training needs of the beneficiary organizations

OCT 2010 To DEC 2012 : **Indus Associates & Louis Berger Group Inc.**
Project : **World Bank funded Sindh Water Sector Improvement Pr. (WSIP)**
Position : **Social Specialist/ Sociologist/ Anthropologist**



Responsible for the research design, development, supervision, monitoring and coordination of community consultations processes for Sindh Water Sector Improving Project Phase I (Pakistan), aimed at the preparation of the Regional Master Plan for the Left Bank of Indus, Delta and the Coastal Zone.

The scope of this World Bank funded project includes:

- preparation of a regional master plan for addressing the flooding issues
- provision of proper drainage to the area by structural and non-structural measures
- provision of remedial measures for any outstanding deficiencies in the Left Bank Outfall Drainage system
- provision of measures for retention and/or safe disposal of drainage, storm and flood water, improvement of wetlands in the delta area and in the coastal zone
- recognition of their environmental importance and considerable economic potential for the local communities

The scope of the assignment includes:-

- documentation, revision and analysis of reports and researches
- taking poverty and livelihood assessment study in project area
- evaluation of capacity of the local institutions to implement the Master Plan
- evaluation and recommendation for poverty alleviation
- revision and evaluation of current methodology for disaster management
- preparation of the community consultations manual
- conduct community consultations and local, provincial/national workshops
- revision of the project and subprojects documents to ensure compliance with the World Bank and Government's social safeguard policies and guidelines
- design social surveys for initial scoping as well as the social impact assessment
- guidance, assistance and supervision of the implementation of land acquisition cases
- integration of women and ethnic minorities groups into the decision making process related to the subprojects
- management of all social issues associated with the Project including land acquisition and social aspects of preservation of cultural heritage
- liaison with the project stakeholders
- developing field tools, analyzing and writing poverty and livelihood assessment reports
- conducting impact assessment of flood affected areas and building liaison with work related agencies
- developing communication strategy for the Project
- providing support and facilitation in preparation of resettlement action plan (RAP)

JUL 2009 To OCT 2010 : Aga Khan Health Services, Pakistan (AKHS, P)
Project : GAVI CSO ALLAINCE Project of strengthening local health system
Position : Project Coordinator

It was fulltime job of taking overall responsibility for the planning, implementation, management, coordination and financial control of the project. The scope of this UNCEF, GAVI CSO and Pakistan Federal Ministry of Health funded project includes improving EPI coverage and reducing maternal & infant mortality rate in District Tando Allahyar/ Hyderabad.

The main duties of the job include:

- supervise the work of the project team and coordinate with AKHS, P regional and central team
- ensure that the aims, objectives and targets of the project are met
- facilitate in creating a detailed work plan that identifies and sequences activities needed to successfully complete the project
- implement activities planned for the project as per schedule and the agreed budget
- ensure procurement of necessary equipment as per identified need
- ensure that the project team is developing a constructive rapport with various stakeholders including the Govt. LHW Program, District EPI Program, local CSOs, local communities etc
- develop, orient and implement "Voucher System", "Referral Mechanism" & "Pay For Performance Mechanism of Financing" for Health Committee Members (CBOs), Community Health Workers (CHWs), TBA and LHVs
- document quarterly narrative reports for the donor agency

- ensure that the consultant company undertakes KAP, documents report and submits it to the Community Health Directorate (CHD), AKHS, P for onward submission
- ensure quality of services of the FLCFs selected in the project area through implementation of guidelines and protocols
- ensure that CHWs trained by technical team of CHD are carrying out their responsibilities according to project implementation plan
- ensure that social mobilization activities in the target areas are carried through organizing social mobilization campaigns etc
- ensure that the health committees in the target facilities are empowered and meeting regularly and their meeting minutes must be documented
- build strong coordination with government officials, partner organization and local health practitioners in order to strengthen the local health system
- facilitate and assist the polio eradication activities through awareness campaigns and in implementation of supplementary immunization activities (SIAs)
- support district health staff in celebration MNCH weeks, SIAs activities, polio days and in preparation of campaign activities, implementation and supervision through partner organizations
- verify the data reported for EPI reports for the target areas as per EPI requirement
- ensure AKHS, P sites are fully geared to receiving referrals from the FLCF, LHWs and other healthcare providers
- facilitate the evaluators in undertaking evaluation of the project
- ensure that accountant will maintain records of expenditure, accounting, costing and billing

DEC 2008 To JUL 2009 : Youth Parliament of Pakistan (YPP)
Project : ACTIVE CITIZENS Programme funded by British Council Pakistan
Position : District Project Manager (DPM – Karachi)

Responsible for overall managing the project, project implementation, monitoring & evaluation, budget management, project analysis and technical development of the project and providing platform for youth of Pakistan to empower them to work for their own problems at community level with an opportunity to highlighting them at national and international level.

The scope of this British Council funded project, Youth Development Program – The Active Citizens, includes identification of new and emerging registered and unregistered youth groups and developing “community based social projects” by involving identified youth groups and strengthening their capacity to identify internal resources, initiate, plan, document and implement need based community development projects through participatory approach and community mobilization.

The main duties of the job include:

- responsible for managing the project staff and the completion of activities as per project timelines
- responsible for developing partnerships with institutions from the city for expansion of the program
- coordination with the government, private sector and philanthropist for promotion of the project
- work towards development of partnerships and collaborations with the private sector for funds collection
- develop strong relationships with the local educational institutions, colleges and universities for arranging presentations and advising sessions at their campuses
- management of youth selection according to the criteria and registration process
- overall program development in the Karachi Youth Assembly
- organize and facilitate trainings, seminars and workshops
- facilitate the process of large scale youth information campaigns
- lead the community mobilization activities and awareness sessions
- build strong communication with Youth Parliament of Pakistan for providing daily updates
- implement and monitor the social development projects
- study and prepare the area profile

DEC 2007 To JUN 2008 : Sindh Education Foundation (SEF)
Project : Quality Assurance Resource Center - QARC of Govt. of Sindh
Position : Program Officer, Quality Audit



Responsible for the development of tools, quality audit schools and NGOs assessment, certification of primary/ elementary/ middle schools on quality and standard education basis and categorization of NGOs that work on non-formal education system. The scope of Quality Assurance Resource Center (QARC) programme funded by Education & Literacy Department, Government of Sindh includes:

- Quality Audit of public, private and community/ NGO schools for merit-based categorization;
- NGOs Assessment; and
- Capacity building through Training and Development Unit.

The main duties of the job include:-

- design and conduct School Quality Audit assessment and NGOs assessment
- design, prepare and finalize the School Quality Audit assessment tool and NGO assessment tool for the QARC project
- assist the Senior Manager and Manager Program to smoothly test and pilot the schools assessment framework for certification and NGO assessment categorization
- review the tools (NGO and School) and assure the effectiveness of the tools/ questionnaires/ framework for identifying the schools improvement needs
- make field visits to various districts of Sindh province
- analyze and interpret the field data
- design professional development initiatives for the capacity building of teachers
- assist the Senior Manager and Manager Program in developing the framework for categorization of NGOs under NGOs assessment framework
- develop a field report of NGO Assessment component of QARC
- develop liaison with stakeholders at provincial, district and local community levels

SEP 2007 To NOV 2007 : ACTION AGAINST HUNGER (ACF.USA)
Project : Food Security & Nutrition Assessment Assistant
Position : Food Security and Nutrition Assessment in flood affected areas

Responsible for the field activities of survey, need assessment, tools development, training of staff, monitoring, mapping and report writing. The scope of assignment includes food security situational analysis, nutritional assessment and mapping of the flood affected areas of upper Sindh.

The main duties of the job include:

- preparation of questionnaires, appropriate field material and finalization of tools
- conducting FDGs and in-depth interviews
- facilitating team of expatriates into field
- developing linkages with local press media and relevant stakeholders
- monitoring of field activities and supervision of field teams
- preparation of the socioeconomic profile of the area
- designing of appropriate survey questionnaires
- responsible for building strong coordination with partners
- implementing the activities in the targeted areas within time line
- coordinating and arranging meetings with local government and other stakeholders
- conducting baseline survey, research and assessment study for nutrition and food security
- presentation of findings in partners' meetings

APR 2005 To AUG 2007 : Ghazi Social Welfare Association (GSWA)
Project : UNICEF and PNAC funded project on HIV/ Aids
Position : Program Officer – Social Mobilization

Responsible for the project implementation, project monitoring, report writing, organizing community mobilization activities and awareness sessions. The scope of the job includes initial orientation of adolescents, consultations with local communities, establishment of community support youth groups, identification of new and emerging local youth groups and documentation of the needs of the identified youth groups in the project area and strengthening their capacity to know the rights through community mobilization and presentations of findings to various potential stakeholders. The project was funded by UNICEF with the objective to facilitate the empowerment of adolescents and children through education in sexually transmitted diseases and personal and household hygiene.



The main duties of the job include:

- preparation of a culturally appropriate material
- conducting training sessions in community
- developing linkages with local press media and project stakeholders
- monitoring of project activities and supervision of field teams
- preparation of the socioeconomic profile of the area
- designing of appropriate survey questionnaires, field tools and conducting pilot test
- responsible for overall monitoring and evaluation of the project
- implementing the project in the targeted areas within time line
- coordinating and arranging meetings with local government and other stakeholders
- conducting and organizing seminars and workshops
- designing and providing facilitation in training programmes
- undertaking need assessment for the capacity building of target population
- conducting mid-term review/evaluation of the projects
- conducting baseline survey, research and assessment study
- undertaking responsibility of managing project within budget and timelines
- presentation of findings in stakeholders' workshops
- responsible for developing case-studies, quarterly, bi-annual and final reports

LANGUAGE'S PROFICIENCY

{Level: Average, Good, Excellent}

		<u>Reading</u>	<u>Written</u>	<u>Spoken</u>
Urdu	:	Excellent	Excellent	Excellent
English	:	Excellent	Excellent	Excellent
Punjabi	:	Good	Good	Good
Sindhi	:	Native	Native	Native

PROFESSIONAL SKILLS AND CAPABILITIES :

- Excellent ability of working in a multidisciplinary team as well as independently on assigned tasks
- Willingness to travel domestically, regionally and internationally
- Excellent ability of conducting, coordinating and organizing trainings, workshops and consultations
- Strong interpersonal, negotiation and Microsoft Office applications skills
- Excellent report writing, communication and presentation and leadership and problem-solving skills
- Ready to take initiatives and willing to work under pressure and later hours and even on weekends during emergency situations
- Capable of contributing to a team-building environment and respect diversity
- Excellent coordination skills to build relationships with donors, line departments and other NGOs
- Capable of understanding cultural sensitivity, indigenous issues and local development approach